

VIEW MY ACCRUAL BALANCES

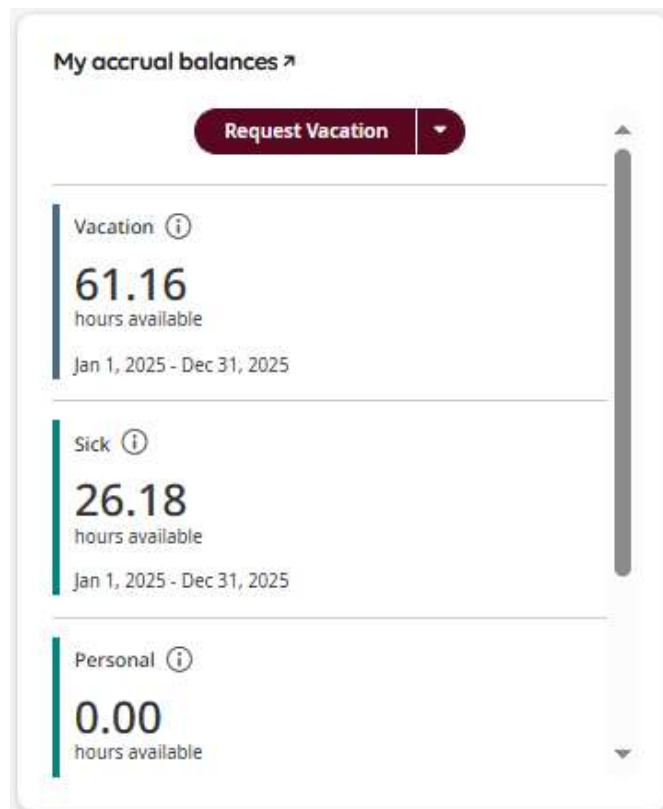
This training document is intended to provide instruction on how to view the time off balances.

Information on the Time Off Balances page is limited to only the types of time off that the employee can view and request. Balance information includes the total accrued for the accrual period, the remaining balance, and the total taken, requested, and scheduled.

- Access the Time Off Balances page from the My Info tab of the menu.

Menu > My Info > My Time > Time Off> Balances

- The Time Off Balances page is also accessible from the My Accruals Balances widget on the dashboard.



- Your Time Off Balance screen will appear as below.

The screenshot displays the 'Time Off Balances' page for Loyola University Chicago. The page header includes the university logo, time (07:33 PM CDT), and a search bar. The main content is divided into four columns, each representing a different type of time off: Vacation, Sick, Personal, and Holiday. Each column shows a 'current' balance and a table of various metrics. A 'Request' button is located at the bottom of each category's tile.

Category	Current	Current Accrued	Projected Accrued	Current Balance	Projected Balance	Taken	Scheduled	Requested	Previous Carry Over	Projected Carry Over	Expiring Value
Vacation	61.16 hours	91.66 hrs	91.66 hrs	61.16 hrs	61.16 hrs	30.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Sick	26.18 hours	26.18 hrs	26.18 hrs	26.18 hrs	26.18 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Personal	0.00 hours	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Holiday	22.50 hours	75.00 hrs	75.00 hrs	22.50 hrs	22.50 hrs	52.50 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs

There are several fields of data within each time off type tile on the Time Off Balances page.

Field	Description
Current Accrued	The total amount of time accrued during the current accrual year.
Current Balance	The amount of time remaining from the total accrued amount.
Taken	The total amount of time off taken in the current accrual year
Scheduled	The total amount of time in future requests that are approved.
Requested or Pending Approval	The total amount of time in requests that have yet to be approved.